

Superior Court of California

County of Modoc

Employment Opportunity



Grant-funded Office Assistant

Monthly Salary Range \$2,263.53 to \$2,888.90

Application deadline: May 15, 2015

Announcement # 04-15

ESSENTIAL FUNCTIONS OF POSITION: Under general supervision, performs a wide variety of general clerical duties in support of court administrative operations.

A resume may be included with the application as supplemental information, but will not be accepted in lieu of an official application. The "Experience" Section of the application must be completed in its entirety.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Prepares and maintains records and files for Community Work Service, Batterers Intervention Program, and Drug Court cases.
- Prepares, types, and proofreads a variety of documents (e.g., correspondence, memoranda, reports, forms, spreadsheets, and charts or other graphic representations of information) from instructions, drafts or diction.
- Acts as a receptionist, answering telephones, routing calls, taking messages, greeting and directing visitors, providing information, maintaining schedules and making appointments.
- Operates a computer and a variety of other office equipment.
- Receives confidential reports and makes them available to appropriate persons.
- Maintains filing systems for documents, making changes and adjustments as necessary.
- Collects, compiles, verifies, and presents data for statistical studies and reports.
- Collects and monitors the fines, fees, and work hours associated with the above programs in addition to those fees collected on behalf of Victim Restitution, and ensures the accurate distribution of these collected monies.
- Purchases, monitors, and inventories incentives used in the Drug Court program.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JUDGMENT AND RESPONSIBILITY

Incumbents work under general supervision to perform duties that are well-defined and in accordance with pre-established policies, procedures, and standards. Positions may require extensive public contact, which includes providing information and explaining policies and procedures using discretion and tact. Duties emphasize standard or routine assignments performed with some independence. Incumbents must maintain confidentiality and must use sound judgment in performing assigned duties. Failure to complete assignments may result in delays and/or unnecessary expenditure or resources. Incumbents do not lead or supervise the work of other staff.

MINIMUM QUALIFICATIONS

Any combination of training and experience that would likely provide the required knowledge and abilities, including the knowledge of modern office practices and procedures; basic computer principles and applications, correct English usage, spelling, grammar and punctuation, and basic mathematics, is qualifying. A typical way to obtain the knowledge and abilities required at the entry

level would be: education equivalent to a high school diploma or GED. Some general clerical experience that included customer service experience is desirable.

How to Apply:

Applications are available at the Robert A. Barclay Justice Center 205 South East St., Alturas. Or on our web site: www.modocsuperiorcourt.ca.gov, or by calling human resources at (530) 233-6516 ext. 1201.

Employment is contingent upon passing a criminal background check.

MODOC COUNTY SUPERIOR COURT IS AN EQUAL OPPORTUNITY EMPLOYER. We do not discriminate on the basis of race, religious creed, color, national origin, ancestry, medical condition (cancer related only), mental or physical disability (including AIDS or HIV), marital status, gender, or age. Minorities, women and the disabled are encouraged to apply.

Court Personnel Department
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Alturas, CA 96101

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